

SECRET

(When Filled In)

SPEED LETTER		REPLY REQUESTED		DATE
		X	YES	NO
TO : [redacted] OBI		FROM: Chief, Records Administration Branch, Support Services Staff, DDS		
ATTN: [redacted]		LETTER NO.		
<p>1. A [redacted] a shortage of file equipment still exists in the Agency, and we are attempting to release as many safes as possible for reassignment and reissue. The President has also extended his moratorium on the purchase of file equipment, and this makes it even more essential that we better utilize the equipment we have.</p> <p>2. If any Offices within your component are now storing unclassified catalogs, bound reports, supplies, forms, periodicals, and other materials in active file equipment, or in supply cabinets which occupy valuable office space, you may be interested in a new type of equipment which may be mounted on the top of filing cabinets or safe-files.</p> <p>3. The attached brochure from the General Fireproofing Company illustrates this new type of over-file storage cabinets. And while this company is not the only supplier of this equipment, this brochure was one immediately available; so, we are sending it to you as a matter of general information. Also, we have a piece of this equipment on display in Room 702, Magazine Building, which you may see at any time.</p> <p>4. I would appreciate your comments as to the utility or other aspects of the over-file storage cabinet idea. If you are interested [redacted] information about this type equipment, let us know. If you are interested [redacted] contact us for assistance.</p> <p>Att: Equipment Brochure</p>				
REPLY		DATE 9 November 1966		
<p>A survey has been made within OBI and it is possible that the Cartography Division could use over-file storage cabinets in CD/X, if and when the area is made secure. Their use is questionable from a security standpoint in the ground floor rooms at headquarters and other areas that are not made secure. Presently bookcases are used for unclassified research data and these seem to be quite satisfactory in at least two or three divisions. All combination safes in various units contain classified information.</p> <p>Because of a peculiar filing problem in CD/X, the Division anticipates requesting 2 3-drawer filing cabinets (19½" W x 28"D x 51"H) during FY 67. Please advise if the freeze applies to these.</p> <p>Through out the Divisions inactive and obsolete materials are constantly in process of destruction or retirement. While this is not to say that GF over-file storage cabinets are not worthwhile as an answer to space problems it looks as though they are not required by the greater majority of OBI in the foreseeable future.</p> <p>[redacted]</p>				